

KEY DATA ENTRY SKILLS



1. FAST TYPING SPEED

Data entry specialists are expected to input huge amounts of data in a short period of time.



2. BASIC SOFTWARE KNOWLEDGE

Data entry involves using Word, Excel, Access, Outlook, database software and other programs.



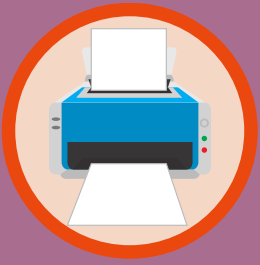
3. VERBAL AND WRITTEN COMMUNICATION SKILLS

The quality of your verbal communication and writing skills (including spelling and grammar) should be on a high level.



4. ATTENTION TO DETAIL

Strong attention to detail skills mean you are able to focus on an action or a thing.



5. OPERATE STANDARD OFFICE EQUIPMENT

Common pieces of office equipment are printers, scanners, copiers, dictation machines and etc.



6. ORGANIZATIONAL SKILLS

Good organizational skills allow you to plan, prioritize, and achieve your work goals better.



7. BASIC RESEARCH SKILLS

Best research skills: choosing reliable sources of information, collecting relevant information, analyzing data, using data collection techniques and tools.



8. BASIC KNOWLEDGE OF DATABASE

Basic knowledge and understanding of what database means, what is its structure and how your work contributes to the health of the overall company database.



9. ACCURACY

One of the best accuracy skills: double and triple check the spelling, grammar, or other possible sources of mistakes.



10. TEAMWORK SKILLS

Best teamwork skills include listening skills, assertive communications, respecting others, helping them, sharing, willingness to see the other point of view and etc.